Request Time Off

Use this procedure to request continuous leave (more than 8 hours at a time or multiple workdays for the employee) in a future pay period such as vacation. To request continuous leave, select the days you want to use leave. Your balances are updated at the end of the pay period.
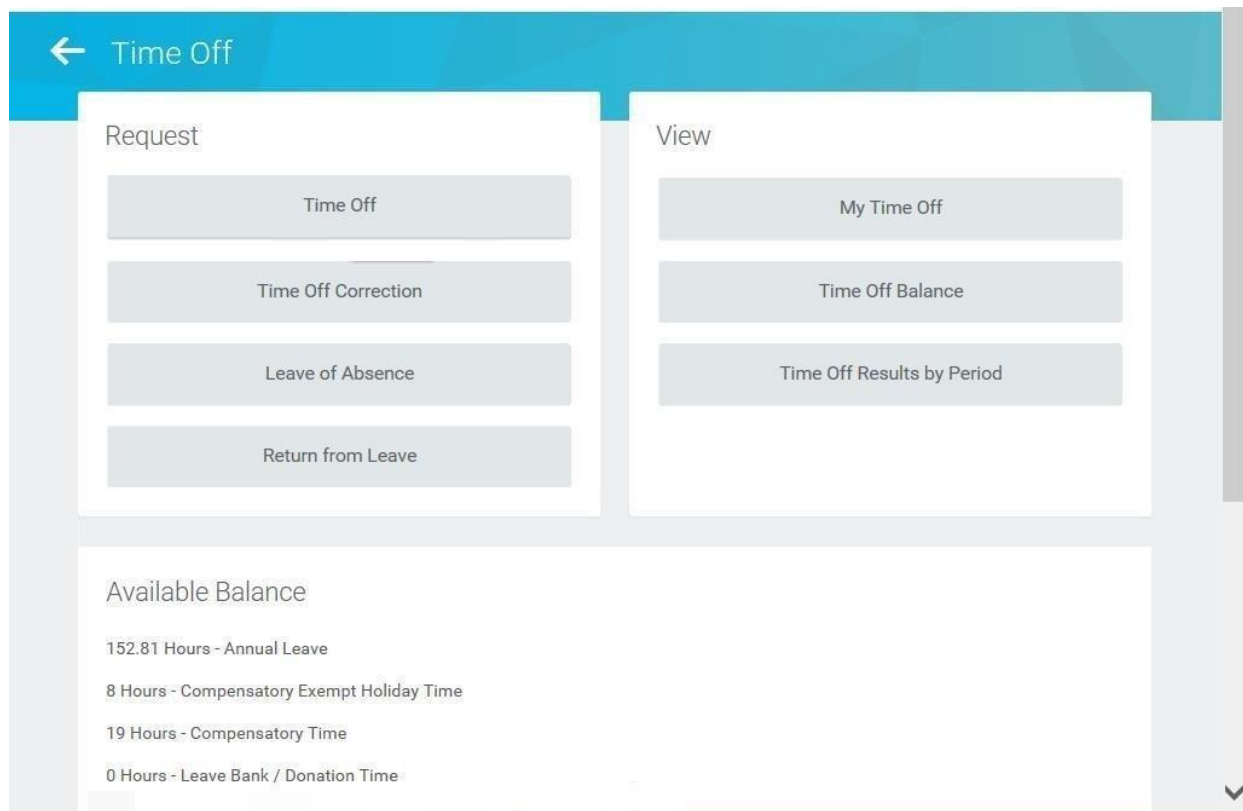
The days that you select will automatically be added to the corresponding future timesheet(s) and will display as time off (leave). There will be no need to report your leave on that week's timesheet.
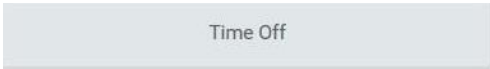
Procedure:

1. From the Home page, click the **Time Off** worklet.

   Time Off worklet

2. In the Request section, click the Time Off button.

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3. To select days you want to take off:

   a. Use the **Next** ▷ arrow to find an upcoming month in which you want to take a day off. (Use the **Previous** ◁ arrow to go back, if needed.)

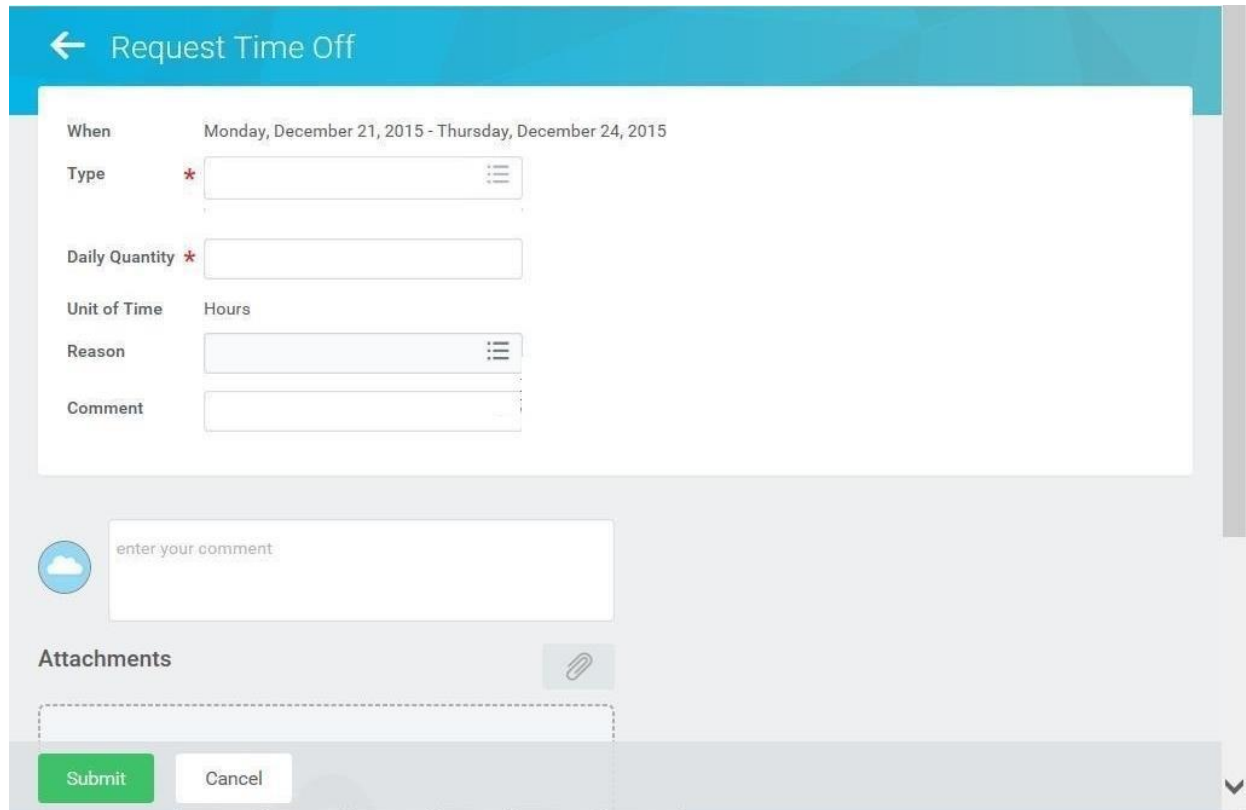   b. Click the day(s) on the calendar to select them.
      Tip: Click the day and, for multiple consecutive days, drag across the calendar to select consecutive days.

   c. Click the **Request Time Off** button that states the number of days you are requesting.

   Note: The **Request Time Off** button displays the number of days that you are requesting to take off. *Example*: 4 Days - Request Time Off

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4. In the window, enter /select the following information in the fields listed:

       a. **Type:** Use the prompt to select the appropriate Time Off code.

       b. **Daily Quantity:** Enter the number of hours you are taking off daily. The **Daily Quantity** cannot exceed your scheduled daily hours.

       c. **Reason:** Use the prompt to select the appropriate reason for leave.

5. Click the **Submit** button to submit the requested time off for approval.

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6. Review the submitted time off request on the calendar. The day(s) that you requested on the calendar.

  Tips:
  - Leave balances are not updated until the end of the pay period.
  - To view the status of your time off request, use the **View Time Off (Leave) Requests and Balances** job aid.
  - You can cancel time off before it has been approved. After time off has been approved, you can correct time off.
  - There is no need to request Holidays as Time Off unless you work in a unit that uses pre-scheduled holidays.

7. The System Task is complete.